



OFFICIAL RESPONSES TO VENDOR QUESTIONS  
RFP-2017-BIDC-08-PLANN

No.	Question	Answer
1.	Staffing, Section 3.4.2 reads that the Vendor shall ensure that personnel are available during normal business hours, at a minimum Monday - Friday 8 a.m. to 5 p.m. What does coverage mean?	The expectation is that the Vendor would be available to provide services during normal business hours (Monday-Friday 8am-5pm). Some weeks the work volume may be high or low depending on the activities of the groups. The Vendor shall only bill for the number of hours actually worked on activities under the contract.
2.	How large are the HPG, Planning and other groups?	The largest, most recent HPG General membership meeting had 80 attendees, however the list serve for the group is much larger and the typical attendance can be between 30-50 people. The other groups' membership fluctuates from 10 to 30 members.
3.	How many contracts resulting from this RFP does the Department anticipate?	One.
4.	Does the Vendor submit the Technical and Cost proposals separately?	Yes.
5.	Does the location of the Vendor need to be located centrally in the State?	The priority is to provide the service statewide.
6.	If the contract is not effective for July 1, 2016 can the contractor start work?	There is not expectation of a contractor to provide services prior to a contract.